
Acceptable Use Of Information Technology Resources

Status: Active Policy
Effective Date: July 1, 2006 through June 30, 2008
Last Revised: N/A
Approved By: J. Stephen Fletcher, CIO
Authority: *Utah Administrative Code, R895-7. Acceptable Use of Information Technology Resources; Utah Administrative Code, R477-11. Discipline*

3.1 Purpose

This policy defines the use of State-owned information technology (IT) resources.

3.1.1 Background

Information technology resources are provided to assist in the efficient day-to-day operations of State agencies. DTS provides information technology resources such as computers, email, electronic voice and video communications, the Internet and other technologies to DTS employees so they can support State agencies in achieving their mission and goals, and to improve State government in general.

3.1.2 Scope

This policy applies to all employees within the Department of Technology Services (DTS).

3.1.3 Exceptions

DTS policies and procedures apply to all DTS employees. During the transition period, and until existing issues are resolved, when there is a conflict or discrepancy between DTS policy and/or procedure and the established policies and/or procedures of an Executive Branch agency, DTS employees who physically occupy space within an agency's facility, and whose normal work responsibilities apply solely to that agency, shall comply with the policies and/or procedures of that agency.

3.2 Policy

DTS employees shall regularly review, be familiar with, and follow the requirements of *Utah Administrative Code, R895-7 - Acceptable Use of Information Technology Resources*. An employee who violates the provisions of R895-7 may be disciplined pursuant to *Utah Administrative Code, R477-11* and DTS Human Resource guidelines.

3.2.1 Guidelines—DTS managers should make certain that:

- DTS employees understand that providing IT resources to an employee does not imply an expectation of privacy.
- DTS employees understand that when a DTS employee has violated R895-7, disciplinary actions may be imposed in accordance with the provisions of DHRM rule R477-11.

3.3 Related Documents

- Utah Administrative Code, R895-7
- Utah Administrative Code, R477-11

Document History

Originator:	Ken Elliott, DTS Administration
Next Review:	May 15, 2008
Last Reviewed Date:	June 14, 2006
Reviewed By:	Michael Casey, DTS Chief Information Security Officer